

**CHEMICAL AND RELATED ITEMS AND SERVICES**  
**LETTER OF REQUEST (LOR) CHECKLIST**

**U.S. STANDARD/NON-STANDARD CHEMICAL:**

- \_\_\_ 1. Identify NSN or Part Number - if unknown, list specific nomenclature; model number; provide information about manufacture name and websites if available.
  
- \_\_\_ 2. Specify End Item Application
  - a. Personnel (Sizes)
  - b. Shelter (Provide NSN; Nomenclature; Model)
  - c. Vehicle (Provide NSN; Nomenclature; Model)
  - d. Aircraft (Provide NSN; Nomenclature; Model)
  
- \_\_\_ 3. Are support items required?
  - a. SKOs
  - b. Special Tools
  - c. Test, Measurement, Diagnostic Equipment
  - d. Calibration
  - e. CSPs
  - f. MSIs
  - g. TMs
  - h. Other Ancillary Equipment
  
- \_\_\_ 4. Maintenance Float/Training Asset required?
  
- \_\_\_ 5. List dollar thresholds if applicable.
  
- \_\_\_ 6. Indicate if there is a recurring requirement due to budget constraints.
  
- \_\_\_ 7. List required delivery dates if applicable.
  
- \_\_\_ 8. List unique non-U.S. configuration requirements (e.g. packaging, markings, publications in a different language).
  
- \_\_\_ 9. Identify transportation requirements (Freight Forwarder; DTS) and specify delivery points.
  
- \_\_\_ 10. Specify training requirements (US; In-Country; Both).
  
- \_\_\_ 11. Facilities to Support Equipment
  - a. Maintenance
    - 1. Organizational
    - 2. Direct Support
    - 3. General Support
    - 4. Contractor Facilities
    - 5. Depot

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b. The appropriate Storage Facility available In-Country? Special attention is recommended to the Storage Note on LOA.

c. Climate (Cold; Hot Arid; or Hot Humid)

\_\_\_\_\_ 12. Indicate if Sole Source procurement has or will be requested. Reminder: Sole Source request and justification must be sent to the U.S. Army Security Assistance Command.